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|  | <h1 style="text-align: center;">Information Technology Policy and Standards</h1> | <p>Approved: <u>Michael G. Leahy</u> <small>Michael G. Leahy (Jan 5, 2021 08:54 EST)</small></p> <p style="text-align: right;">Jan 5, 2021 Date</p> <p style="text-align: center;">Michael G. Leahy, Secretary</p> |
| # 20-02 | <i>Major IT Development Process (MITDP) Procedures</i> | |

Area(s):

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|---|--------------------------------------|-----------------------------------|-----------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> Process | <input type="checkbox"/> Procurement | <input type="checkbox"/> Security | <input type="checkbox"/> Hardware | <input type="checkbox"/> Web |
| <input type="checkbox"/> Facility | <input type="checkbox"/> End-User | <input type="checkbox"/> Software | <input type="checkbox"/> Network | <input type="checkbox"/> Data |
| <input type="checkbox"/> Voice | <input type="checkbox"/> Audit | <input type="checkbox"/> Other | | |

Replaces Other Policy: No Yes

Purpose: Establishes procedures for system development plans, system implementation, and oversight of Major IT Development Projects (MITDP), for appropriations made to an MITDP; requires that Units comply with standards adopted by the Department of Information Technology (Department); and sets forth that standards for these MITDP procedures may be amended from time to time, as deemed necessary by the Department.

Policy Statement: The Maryland legislature has established a MITDP program. The Department Secretary reviews technology development projects and, based upon certain criteria designated in statute, may designate a project as an MITDP. The Secretary is responsible for both oversight of the implementation of the MITDP projects and the administration of the MITDP fund. For each MITDP, a covered Unit must submit an ITPR that details, among other things, the budget request for the MITDP. When appropriated, funds for MITDPs are designated as such, and general funds are appropriated in the MITDP fund. The Department and covered Units are required to follow all statutory requirements associated with MITDPs. The Department has adopted an MITDP standards manual that governs the administration of MITDPs. Covered Units are required to comply with this MITDP standards manual.

Applicable Law & Other Policy: MD State Finance and Procurement Code Ann. § 3A-301-309. The Department’s “State of Maryland Re-Baselining Policy and Process”, “State of Maryland Independent Verification and Validation (IV & V) Policy and Process”, and “State of Maryland Agile System Development Lifecycle (SDLC) Policy” are discontinued and are superseded by this Policy.

Scope and Responsibilities: All executive branch units of state government, except those identified in Maryland Code, SF&P § 3A-302. Agency executives, managers and staff shall ensure compliance with this policy.

Key Terms:

Department of Information Technology (DoIT): An executive branch unit of Maryland state government, organized according to Maryland Code, State Finance and Procurement Article, § 3A.

Information Technology Project Request (ITPR): A request submitted by a covered Unit to the Department regarding a proposed information technology project for major IT requests.

Major Information Technology Development Project (MITDP): Any technology development project meeting the criteria as established in Maryland Code, SF&P Article, § 3A-301.

Policy: A statement of jurisdiction and methods to guide agencies in the management of IT resources and services.

Units: All executive branch units of state government, except those identified in Maryland Code, SF&P § 3A-302.

Technical Specifications: Provided in the *MITDP Standards Manual* at (URL).



Policy Review: By the DoIT IT Policy Review Board annually or as needed.

Contact Information: Chair, IT Policy Review Board, doit-oea@maryland.gov 410-697-9724. The Policy #20-02 steward is the DoIT Director, Enterprise Program Management Office.